



## ARBOR DAY MINI GRANT REPORT

This information is required under authority of Part 5 of the Natural Resource and Environmental Protection Act, 451, PA of 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, to receive grant reimbursement.

Grant No. \_\_\_\_\_

### TOTAL AMOUNT SPENT ON PROJECT

BREAKDOWN OF PROJECT EXPENSES		PROJECT EXPENSE SUMMARY	
Personnel/Fringe Benefits	\$ _____	\$ _____	Arbor Day Mini Grant Funds
Volunteer Valuation*	\$ _____	\$ _____	Grantee's Matching Contribution
Travel	\$ _____	\$ _____	<b>TOTAL</b>
Equipment	\$ _____	<b>Notes:</b>	
Supplies (trees, books, etc.)	\$ _____		
Other	\$ _____		
Contractual Services	\$ _____		
<b>TOTAL: \$ _____</b>			

### VOLUNTEER TIME RECORD

\* **NOTE:** Use the following rates to value volunteers: \$16.50/hr. for adults and \$8.25/hr. for those 16 and under. This section must be completed if volunteer time is used on the project (recorded under "Volunteer Valuation" above). Additional sheets may be attached.

Name	Activity Description	Date Performed	Hours	Value/Hour	Total Value

**TREE INVENTORY RECORD**  
Complete the following if trees or other plants were planted.

Date Planted	Location (Be Specific)	Type of Tree/Plant	Condition of Tree/Plant

**TREE MAINTENANCE AGREEMENT**

This certifies that the grantee will provide reasonable and customary tree or plant care and maintenance for three (3) years after planting. Maintenance includes mulching, fertilizing (if needed), pruning, trimming, tree stake removal after one (1) year (if used), insect and disease management (as needed). The Michigan Department of Natural Resources may inspect or request inspection information for up to three (3) years after planting.

**REPORT CERTIFICATION**

*I, the undersigned, certify that the reporting information herein is correct, and I understand and agree to the tree maintenance requirements above (if applicable).*

\_\_\_\_\_  
Grantee Representative's Signature

\_\_\_\_\_  
Date

**FOR GRANT REIMBURSEMENT, THE FOLLOWING INFORMATION MUST BE SUBMITTED:**

- ☐ Completed and signed *Arbor Day Mini Grant Report (PR4116-1)*
- ☐ Copies of invoices, vouchers, and receipts that support expenditures on this project.
- ☐ If library materials were purchased, a list of those materials.
- ☐ A short narrative (less than one page) describing the project and project activities.
- ☐ Photographs of tree planting (if possible).

**RETURN THE COMPLETED AND SIGNED REPORT TO:**

**ARBOR DAY MINI GRANTS  
FOREST, MINERAL AND FIRE MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING, MI 48909-7952  
Telephone: 517-241-4632**